Last Update:		04/09/13 9:46 AM

Date Specifications PA30

Publisher Information

File Name

r_PA30_Date Specifications.doc

Link 1

Link 2

Link 3

Link 4

Job Role

Insert Job Role rows as necessary.

Transaction	User Data		Description	
PA30			Date Specifications	
Client	**Language**	**Doc Type**	**Job Role**	
		BPP		

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Trigger:

There is a need to change a date on an employee's record to accurately reflect their career for the calculation of leave accruals and longevity payments. The business process for processing leave accruals, longevity and FMLA eligibility uses dates on an employee's record.

<table>
<tr><th colspan="1" align="center">Business Process Procedure Overview</th></tr>
<tr><td>

The Date Specifications Infotype (Infotype 41) stores date types that are used by Time Evaluation and date types that are relevant for other HR functions. Maintenance of Infotype 41 will usually be done through PA Actions using transaction PA40. Maintenance of Infotype 41 outside of HR Actions should be infrequent and will by done via transaction PA30. It is important that the dates on Infotype 41 are an accurate reflection of the employee's State career. Time Evaluation bases leave accruals and longevity payments on date types contained on Infotype 41. Supplemental Staff employees will not have an Infotype 41.
The following two dates will be maintained for an employee from the date of hire.
Date type 01 - Original Hire Date
An employee's Original Hire Date will represent the date the employee was first hired by the State. This date will remain the same throughout the employee's State career and should not be changed on Infotype 41.
Date type 02 - Agency Hire Dare
An employee's Agency Hire Date is initially set to the employee's hire date. This date type is maintained when an employee is reinstated following a leave of absence or transfers from one State agency to another State agency.
If an employee is hired at Judicial or NCEL, then the following date types are also maintained to track agency specific service.
Date type 07 - Lottery Anniversary Date
The Lottery Anniversary Date represents the date an employee is hired into or transfers to NCEL. The anniversary date will be used to accrue an employee's personal leave day each year and to manage agency specific service.
Date type 04 - Judicial Anniversary Date
The Judicial Anniversary Date represents the date an employee is hired into or transfers to Judicial. The anniversary date will be used to manage agency specific service.
The following date types will be created and maintained as necessary for an employee.
Date type 03 - Last Day Worked Date
An employee's Last Day Worked Date represents the employee's final day of work prior to a separation from the State.
Date type NR - 457 Catch-Up Date
An employee's normal retirement date represents the date at which the employee will turn 65 and is thus eligible for additional contributions into his or her 457 Savings Plan. Day type NR will only be created if an employee is eligible and requests to make additional 457 contributions.
Date type 06 - Notification of RIF
The date an employee is officially notified his/her current position will no longer be available. This date also represents the beginning of the 12 month period of RIF eligibility and benefits.
This BPP will detail:
1) Maintaining a date type

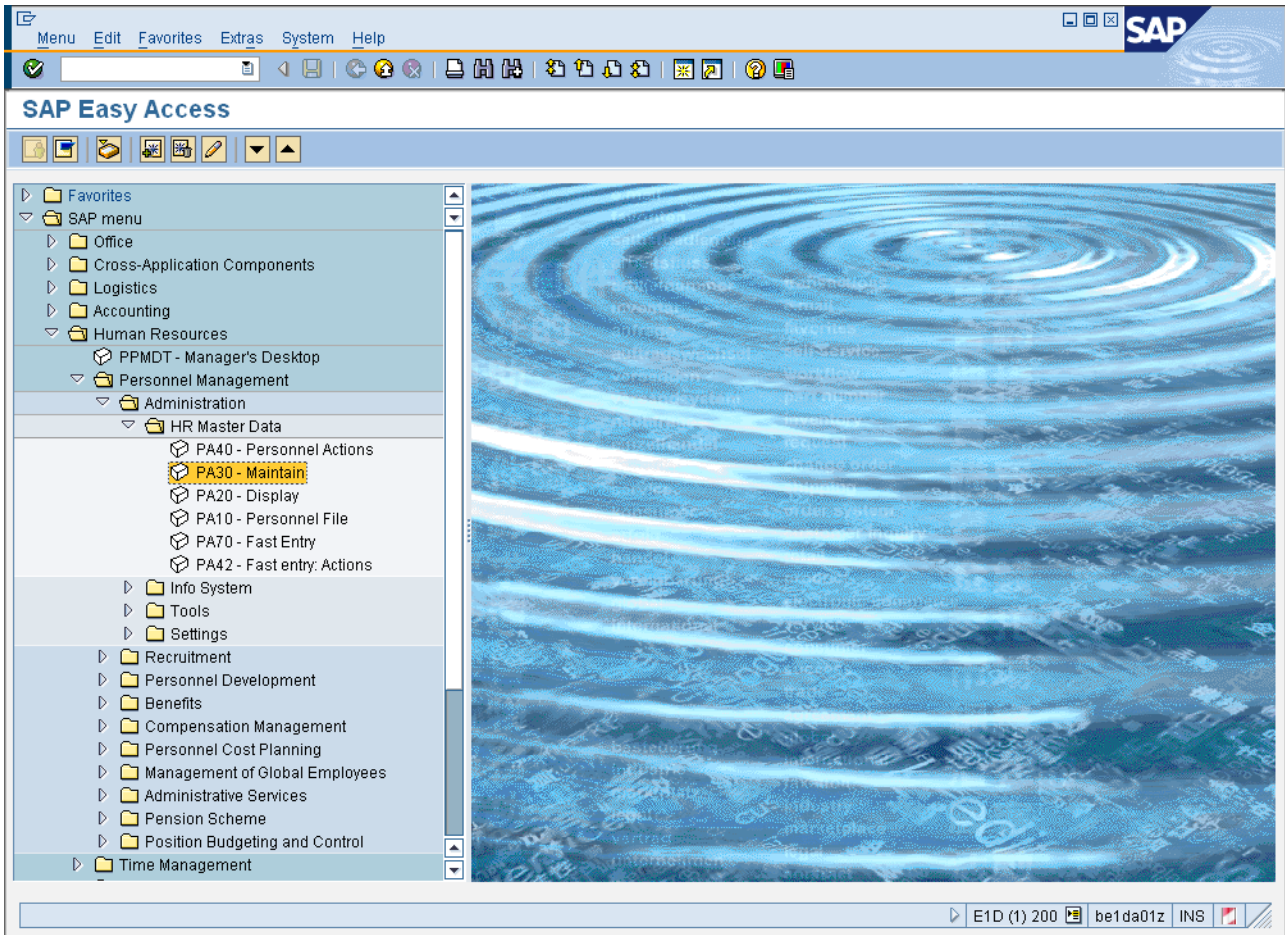2) Adding an additional date type to the existing Date Specifications Infotype

</td></tr>
</table>

Access Transaction:

Via Menu Path	SAP Menu >> Human Resources >> Personnel Management >> Administration >>HR Master Data >> PA30 - Maintain
Via Transaction Code	PA30

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Procedure:

SAP Easy Access

1. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. **Example:** PA30

2. Press **ENTER**.

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Maintain HR Master Data

3. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Personnel no.	Unique employee identifier	R	Enter value in Personnel no.. **Example:** 3281

4. Press **ENTER**.

Information: Ensure the correct personnel number was entered after clicking Enter.

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5. Click **All** ⚪ All   radio button.

6. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Infotype	Unique number identifying the type of data to be displayed.	R	Enter value in Infotype. **Example:** 41

7. Press **ENTER**.

ℹ️   **Information:** To maintain a history for Infotype 41, be sure to use the *Copy* feature when changes need to be made to the employee's existing date types. By using *Copy*, the current record is copied so that the original record is still available for reference.

❌   **Critical:** Use caution when adjusting the validity dates of the copied record. If the validity dates are set to dates in the past, then the dates will be used in any retro-calculations triggered by Time Evaluation. If the only change to the record involves adding another date type, then use the current date as the new validity *From* date and '12/31/9999' as the new validity *To* date.

8. Click **Copy (Shift+F9)** 🗗 button.

ℹ️   **Information:** When the copied record is displayed, make the necessary changes to the record. In this example, date type NR is added to the record and the validity dates are changed to reflect the current day through 12/31/9999.

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Copy Date Specifications

9.　Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Start	Beginning date of the specified date range	R	Enter value in Start. **Example:** 04/20/07
Date type	Code identifying the format for the date followed by schedule dates	R	Enter value in Date type. **Example:** NR
NR		R	Enter value in NR. **Example:** 06/15/2007

10.　Press **ENTER**.

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11. Click **Save (Ctrl+S)** button.

12. The system task is complete.

Launch WEB HELP

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